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Attachment # 1

23 September 1965

SUBJECT : Intelligence Support in Crisis Situations
REFERENCE : DCI's Memo of 17 May Same Subject

The above reference is interpreted to mean that when the DCI determines that a crisis exists, immediate steps should be taken as indicated below:

1. The Executive Director should:

a. Prepare a list of the Agency's top officers who, after approval by the Director, will be empowered to act in his behalf during periods when the DCI, DDCI, and the Executive Director all may be absent from Headquarters.

2. Deputy Directors should:

a. Designate a senior officer for each Directorate to maintain continuing liaison with the Chief, Ops Center in order to expedite his directorate's support to the Ops Cen during the crisis. It will be the responsibility of each liaison officer so appointed to contact the Chief, Ops Cen and inform him of the room numbers and telephone numbers where contact may be made.

b. Maintain rosters of senior officers for around-the-clock duty as directed by DCI or DDCI.

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c. Ensure that such staff or division crisis situation rooms which they may establish within their Directorates are totally responsive to the requirements of the Task Force.

d. Report to the O/DCI the emergency actions taken.

3. The DDI should:

a. Appoint a task force chief (CTF).

b. Inform the Chief, Ops Center of the DCI's determination and direct him to provide support for the CTF.

c. Inform the DDP, DD/S&T, DNS, the Deputy to the DCI for NIPE and D/OCI of the designation of the CTF.

d. Report to the DCI the emergency actions taken.

4. The DDS and the DDI should:

a. In addition to the responsibilities set forth elsewhere in this checklist, assure that adequate support from couriers, clerical personnel, printers, graphics specialists, communications personnel, vehicles etc., is available around the clock throughout the crisis.

b. Keep the Chief, Ops Cen informed through the designated liaison officers of all special arrangements, schedules, etc. made in accordance with para 4 a, above.

5. The Director of Personnel should:

a. Keep current lists of language and area specialists, communicators, intelligence generalists, and other qualified either for TDY abroad or for temporary detail to the NMCC, State Operations Center, CIA Op Cen, US Military forces and similar emergency assignments.

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b. Report to the O/DCI the emergency actions taken.

6. The CTF should:

- a. Contact Chief, Ops Center and arrange for substantive and logistic support (See SOP # 8)
- b. Select, in consultation with the Deputy Directors, remaining members of the Task Force.
- c. Contact the Chief, Collection Guidance Staff and inform him of the DCI's determination that a crisis situation exists, and that a task force is being formed in the Ops Center.
- d. Report to the DDI the emergency actions taken.

7. The Chief Ops Center will:

- a. Activate the Task Force area in the Ops Center complex and insure that the DDCI, the Exec. Dir, all five Deputy Directors and the D/OCI are aware that the DCI has determined that a crisis exists.
- b. Inform the State Operations Center, the NMCC, the White House International Situation Room and NSACC of the existence of the Task Force. He will also provide all four of these centers with telephone numbers, message routing and courier delivery instructions for fast transmission of information.
- c. Contact the Cable Secretariat, the DDP Intelligence Watch and the Documents Division/OCR to ensure that incoming material is properly screened to effect rapid dis-

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tribution to the Ops Center and O/DCI of all material bearing on the crisis.

d. Contact the Office of Logistics to ensure that special pneumatic tube systems and telephone systems for which logistics is responsible are kept under 24-hour maintenance.

e. Contact the Director fo Communications to ensure that:

(1) Where feasible, teleconference facilities

with the approval

of the DDP, available to the Op Cen on call.

(2) Teletype facilities already in place with the White House, USIB departments and Agencies, military intelligence services, State Operations Center and the NMCC are maintained 24 hours a day.

(3) The LDX facilities between CIA and State, NMCC and the White House are maintained insofar as possible 24 hours a day.

f. Contact the Special Intelligence Security Staff to arrange for required clearances and admission to the Ops Cen.

g. Report to the DDI through the D/OCI the emergency actions taken..

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Chief, CIA Operations Center

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CIA OPERATIONS CENTER

STANDARD OPERATING PROCEDURE NO. 8

SUBJECT: TASK FORCE SUPPORT

1. General

When the DCI declares that a crisis situation exists, certain specific steps will be taken to establish a Task Force in the CIA Operations Center. (see SOP # 7.) When SOP # 7 has been implemented, certain routine procedures must be followed to ensure proper and expeditious execution of the Task Force's mission. It is the purpose of this SOP to set forth these procedures.

2. Instructions for Ops Cen

a. The Watch Office will insure that all material bearing on the crisis is routed immediately to the Task Force. Urgent and critical material will be hand carried or the Task Force alerted verbally.

b. Desk Space, telephone service and directories, and secretarial supplies will be provided by the Operations center. Interim typing and clerical support will be provided by the Operations Center but only until appropriate external typist and clerical scheduling can be completed. Emergency assistance will, of course, be provided by the Operations Center.

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c. Whenever the personnel situation permits, one or more Watch Officers will be assigned to the Task Force to expedite traffic flow, maintain files, locate messages, act as a link to the Operations Center complex and generally assist the Task Force.

d. The Situation Room will lend every possible assistance to the Task Force within its capabilities, particularly during the earlier stages of establishing the task force.

3. Instructions for Task Force

a. IT IS THE RESPONSIBILITY OF THE TASK FORCE CHIEF TO CONSULT WITH THE OCI EXECUTIVE OFFICER AND, WITH THE LATTER'S ASSISTANCE, TO ESTABLISH, AS QUICKLY AS POSSIBLE, A TYPST/CLERICAL SCHEDULE TO PROVIDE ADEQUATE COVERAGE AROUND THE CLOCK.

b. The Task Force Chief will be responsible for providing the Chief, CIA Operations Center with a copy of all schedules showing the names and duty hours of all personnel assigned to the Task Force as soon as such schedules are available. Changes in the schedules will also be furnished as they occur.

c. Situation Reports will be published at the frequency level directed by the DDI. Spot reports may be prepared at any time at the discretion of the Task Force Chief or his Team Chief on duty. These reports should be prepared on multilith mats backed by Letterex tissue in order to provide seven copies to the Senior Watch Officer as soon as possible in order to effect the initial rapid internal and electrical external distribution prior to the printing of the report.

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d. Task Force personnel will be responsible for ensuring that each SITREP or Spot Report is proofread, errors, if any, corrected and the finished mats delivered to the print shop, Room 7G28. The twenty-four hour pneumatic tube system installed to link the Operations Center (Watch) with Room 7G28 may be used for forwarding mats of any classification to the print shop.

e. Suggestions for better support or requests for special assistance from the Operations Center should be directed to the Chief or Deputy Chief, Operations Center, Room 7F21D. In their absence the Senior Duty Officer should be contacted.

4. Ascertaining Agency action being undertaken or planned in connection with the crisis is the primary responsibility of the SDO. Substantive production is the primary responsibility of the Task Force.

5. Each time a Task Force is established the SDO will immediately make a copy of this SOP available to the Task Force Chief and the Task Force.



Chief, CIA Operations/ Center

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